BRAILLE AUTHORITY OF NORTH AMERICA
SPRING MEETING

Sunday, March 12, 2006: 2:00 PM - 6:00 PM
Monday, March 13, 2006: 9:00 AM - 5:00 PM
Tuesday, March 14, 2006: 9:00 AM - 5:00 PM

Hosted By

Braille Institute of America
Anaheim, California

MINUTES

1 Call to Order: ..... Kim Charlson

Kim Charlson called the meeting to order at 2:00 p.m.

2 Welcome: ..... Bonnie Grimm

Bonnie Grimm welcomed the BANA board to Anaheim.

3 Seating of BANA Members and New Representatives: BIA ..... Kim Charlson

Bonnie Grimm was seated as the new representative of Braille Institute of America. Bonnie's term will expire in 2008.

Betsy Burnham was officially announced as the new representative of the American Printing House for the Blind. Betsy's term will expire in 2008.

4 Self-Introductions - Representatives and Observers

BANA Representatives:

Kim Charlson, American Council of the Blind (ACB), Chair
Frances Mary (FM) D'Andrea, American Foundation for the Blind (AFB)
Betsy Burnham, American Printing House for the Blind (APH)
Diane Wormsley, Association for Education and Rehabilitation of the Blind and Visually Impaired (AER)
Bonnie Grimm, Braille Institute of America (BIA)
Darleen Bogart, Canadian National Institute for the Blind (CNIB)
Susan (Sue) Reilly, California Transcribers and Educators of the Visually Handicapped (CTEVH), Treasurer
Pam Boss, Clovernook Center for the Blind and Visually Impaired (CCBVI)
Mary Archer, National Braille Association (NBA), Vice Chair
Eileen Curran, National Braille Press (NBP)
Jennifer Dunnam, National Federation of the Blind (NFB), Secretary
Judy Dixon, National Library Service for the Blind and Physically Handicapped (NLS)

May Davis, representative of Associated Services for the Blind, was unable to attend the meeting.

Observers:

Jeff Frye
Carol Morrison
Ann Kelt
Jill Cooter
Martha Pamperin
Julia Moyer
Joanna Venneri
Diana Spence
Lucia Hasty
Susan Christensen
Steve Bauer
Joan Trepto

5 Meeting Arrangements.....Carol Morrison

Carol provided logistical details about the meeting, meals, and tours of the Braille Institute facility.

6 Board's Liability Statement:.....Jennifer Dunnam

BANA indemnifies its Officers and Board of Directors and holds them harmless from all claims of every kind, including court expenses, attorney's fees, and the claimed amount arising from the performance of their duties as Officers and Directors except for their own acts of dishonesty and gross negligence. (Adopted March 30, 1987)

7 Agenda Approval:.....Kim Charlson

GC The agenda was approved.

8 Tactile Graphics Technical Committee .....Lucia Hasty

8.1 Report and Board Charges
The report was read by Lucia Hasty and is on file.
Representatives from the tactile graphics committee met with the math committee in Seattle in October and have started looking at what will need to be included for the math section of the tactile graphics guidelines.
Additional information since submitting the written Tactile Graphics report: The committee received a request from the Royal National Institute for the Blind, who would like to find out if one or more members are willing to come to the UK to meet and assist them in adapting our BANA guidelines to more closely conform with British Code. A communication was also received from Sweden requesting a copy of the finished tactile graphics guidelines. The Swedish correspondent then put the committee chair in touch with someone from Saskatoon and the International Standards Organization (ISO)., where they are in the process of working on guidelines for tactile graphics. This group will be conducting meetings all over the world; they do not know braille, so our input will be very important. Lucia Hasty will contact them to become more involved and will monitor their process.

Copy editing will take place on the guidelines document when it is closer to completion. We will wait to bring Fred Otto into the process when the document is nearing completion. Fred has experience with graphics; however, he will be editing the text not the examples.

Jennifer Dunnam has been named as the board liaison to the tactile graphics Committee (announced via e-mail).

MSC Mary Archer moved that we grant permission to the tactile graphics committee to present previews of the tactile graphics guidelines at the spring and fall NBA conferences as well as the CNIB conference in the fall of 2006. Passed Unanimously.

The goal is to have the Tactile Graphics Guidelines in a form by the fall so that the BANA approval process can be started. The group is trying to discuss the guidelines with the British ahead of time, so that we can minimize potential conflicts with the British code.

The American Foundation for the Blind asked to see an advance copy of the tactile graphics guidelines for use in preparing online content for an internet-based course on tactile graphics. After a board discussion via e-mail, the board responded that the guidelines have been through no approval process and are not even finalized enough yet to have an online course patterned after them. Since then the question has been asked again, and there are still questions/concerns about the offering of an online course about tactile graphics. It was suggested that we decline again but have a member of our committee review the course outline and provide guidance about the content.

We await resolution on the issue of whether it is possible for the Canadians on the committee to call in on the US line without having to pay for it; the conference service is an in-kind contribution from ACB, which works well in US, but there is no toll free access for the Canadians. BANA has committed to help pay for some calls - This will be considered new money, not deducted from the committee's budget.

Mary Archer offered space at Minnesota State Services for the Blind for a face-to-face committee meeting. The request for a face-to-face meeting requires more information to find out what can be done from the Canadian side before making a proposal to the board.

Kim acknowledged that the formats committee came to Boston under sponsorship of Perkins last fall, and Minnesota State Services for the Blind has hosted the tactile graphics committee. She thanked Perkins and SSB for this immensely helpful assistance.

GC The board agreed to the collaboration with RNIB in principle, but we need more information on their time frame and funding ability. We will continue work on our documents, and we need a better definition of what they need from us.

9 Ad Hoc Foreign Language Committee.....Ann Kelt

9.1 Report and Board Charges

The report was read by Ann Kelt and is on file.
The changes are not rule changes; rather, they are changes in how the rules are presented to the reader.

Discussion about the committee makeup – There are currently no braille readers on the committee. We will find two more people, including a Braille reader, who can contribute to the committee's work.

Eileen thanked Ann Kelt and Joanna Venneri for their excellent work and for helping this committee move forward and work together so smoothly.

10 Publications Committee ..... Susan Christensen

10.1 Publications Guidelines

Susan Christensen read the report, which is on file

It is thought that gh Braille will have their online version of the Nemeth Code by September.

Sue Wilder of TAEVIS contacted Kim and said they have the Nemeth Code online on their intranet at Purdue, but not accessible generally. It is searchable and is used as a reference for their team. They will give us more details next month – they would like it to be opened up for general access, if possible, and wanted to get BANA's approval. Discussion turned to our accessibility policy and whether we would require them to make it accessible. BANA makes every effort to comply with access while maintaining the integrity of the documents.

Changes cannot be incorporated into the Nemeth book because there are no source files available, as the books were originally typeset.

MSC Betsy Burnham moved that we send TAEVIS a memorandum of understanding granting permission to place the Nemeth code online, provided the product is accurate, proofread by an NLS-certified Nemeth transcriber, available in its entirety in an accessible format, and made available to BANA for posting on our web site. Passed unanimously.

Judy Dixon announced that the two braille music instruction books are being made into PDF and BRF files and will be placed online by NLS. The Braille music code also will be online.

The board needs to make a decision about what to do about binding for the Ruth Craig book and the actual Nemeth Code book, which are sold by APH. In vinyl binding the price of the Craig book would go from $32 to $43, and the code book will go from $40 to $52.
Switching to three-hole punch would keep it at the current price.
Susan will call Jan Carroll to see what would happen price-wise for 55 ml covers and wiro.

Discussion turned to the large size of the pages of the Nemeth code, which makes the book unprintable if put online unless it is re-formatted or re-paginated. The examples need to be the size of an 11" x 11-1/2" braille page. This is a long-term problem.

MSC Frances Mary D'Andrea moved that the BANA board approve the appointment of: Susan Christensen, Chair; Warren Figueiredo, BANA Administrative Assistant; Bob Brasher, American Printing House for the Blind; Judy Dixon, National Library Service for the Blind & Physically Handicapped; and Joanna Venneri, National Braille Association to serve as the members of the BANA Publications Committee. E-mail vote to end Wednesday, January 25 at 5:00 PM. Passed unanimously.

10.2 BANA Website

10.3 Copyright issues

There is concern about the need to obtain copyright permissions for the examples in the code books. There are now very few pages in a textbook that do not have copyrighted images. By law every time such an image is reproduced, the author should receive royalties. Major effort is now being spent to acquire permissions for the examples in the BANA code books. Because of the awareness raised in the development of NIMAS, there is now much closer scrutiny of copyright permissions. If violations go to court, fines can be up to $150,000.00. We may be opening the door to liability by using these examples. It is suggested that BANA develop some kind of guidance. There may need to be a "bibliography to the examples," and perhaps a decision not to use any example for which we do not have a source. This concern may be larger due to our code books being placed online. An opinion was expressed that selling the books for a profit is where the issues arise, and that there will be little concern over the use of images in braille code books. Others believe that authors/publishers of copyrighted materials will be keeping their eyes open for violation, and that we need to make decisions now and be fully aware of the risks. For BANA, a partial solution may be to create our own example images. Getting the permissions is a big management issue, due to the need to get renewals at different times, etc.

This is an issue that will require more conversation. The tactile graphics committee will also need to know how to proceed as they put together the tactile graphics guidelines. Kim will talk to the people in the Library of Congress copyright division; they are very familiar with NLS issues and may be helpful. Another suggestion was to develop a relationship with one publisher that publishes many subjects.

Susan Christensen reported on her phone conversation with Jan Carroll of APH. Any cover besides the soft paper covers will increase the price of the books

GC We recommend to APH the use of a three-ring binder for the print editions of the Nemeth Code book and the Ruth Craig book.

Susan check with APH on using reinforced paper so that the holes in the paper do not rip easily. Jan Carroll at APH stated that reinforced three-hole-punched paper cannot go through the machine because of the digital process.

GC We still recommend to publications committee that both code books be produced for binding in a three-ring binder. This will be conveyed to APH by Susan.

11 Literary Technical Committee .....Martha Pamperin

11.1 Report and Board Charges

The report was read by Darleen Bogart and is on file.

Regarding charge 1, Martha indicated that Lynnette will provide a list of the symbols discussed.

Martha expressed appreciation for the charges being sent every time with the committee report form. She also thanked the committee members for their expertise and the immense amount of time and effort that they put into the committee work.

The joint statement of the Literary Committee and the Braille Formats committee, referred to in charge 10, was not part of our board packets and will be sent to us for an e-vote.

A long discussion occurred about getting consumers input on the code changes into BANA's approval process and the need to create a mechanism for consumers to provide input. We would need to look at who the stakeholders are, how to communicate with them effectively, and how best to make use of their input. The issue was tabled for discussion the next day.

Martha discussed the International Phonetic alphabet, suggesting that when the IPA is adopted by the international community, we may wish to give it our blessing and use it instead of what is currently in Braille Formats.

The meeting adjourned at 6:00 P.M.

Monday, March 12, 2006

The March 12 meeting was called to order at 9:10 a.m.

Observers:

Martha Pamperin	Joanna Venneri
Julia Moyer	Jill Cooter
Lucia Hasty	Carol Morrison
Susan Christensen	

10 Publications Committee (Continued)

11 Literary Committee (Continued)

Martha suggested a policy change that would allow for the sharing of drafts so that the stakeholders can have more input before rule changes are approved by BANA. Any written documents shared under this provision should be clearly labeled as a draft.
Mary suggested that for sharing rule drafts, we use something on the model of the motion we used for the tactile graphics committee, indicating that a specific item can be presented at certain workshops. Darleen agreed that we need motions for presentations at workshops, but that getting

input from organizations is a different matter - what input can we get before the final approval. Martha said we want to make sure there is no conflict with the work of other committees before getting a lot of input on a given change. Eileen pointed out that there are techniques available to clearly mark documents as draft in word processors. Martha indicated that the feedback would not be a vote situation, but, rather it is for analysis. The Literary Committee continues to take seriously any input it receives from Braille readers. The effort is to make braille more intuitive, less reliant on the reader knowing arcane rules; it is desirable that the rules be easier for transcribers too.
The BANA-Tech e-mail list was pointed out as a forum where the tech chairs and the board can discuss and ask questions. This issue would be a matter of policy, not a bylaw change. There could be a motion to suspend the rules. Discussion will be ongoing.

Discussion turned again to the report narrative, picking up with Charge 1.

The use of the apostrophe may be on the national competency test, so we need to be mindful of making changes to the usage for that reason.

Darleen stated that the transcriber's note symbol is not low impact, because it is not used in Canada.

It is suggested that when we add a new symbol, it should be placed on a special symbols page. A seven-year cycle was suggested, along with listing a specific date until which the new symbol should be included on the special symbols page.

Martha encourages board members to e-mail her if there are any concerns about what the committee is doing.

MSC Mary Archer moved that the Literary Committee prepare language for circulation to our technical committees on the items listed below:

> **Rule 2, the part of the letter sign rule which deals with the function of the letter sign to make the discrimination between a letter-sign and the number; the apostrophe, the letter sign**
>
> **Rule 7 concerning the oblique stroke (slash) and the two-cell representation thereof;**
>
> **Rule 8: adding a section G to this rule adding copyright, registered trademark and trademark, at symbol, and the ampersand (31G). 31B1 is modified to include the crosshatch, rather than adding that to G. The LB and NO.**

Passed unanimously.

Martha pointed out that these changes will affect examples in EBAE which will also need to be changed.

We will not realistically be able to put these on the web in July. But the TN, and the copyright trademark and registered could go on the web site.

The committee had a recommendation for a suggested process: the committee's recommendations go through the 90-day process; the committee deliberates again based on the feedback; the recommendations come back to BANA, which then votes to either approve, not approve, or delay approval for consumer input.

Martha mentioned that there will be a face-to-face meeting of the Literary Committee in Toronto for three days in early May 2006. She thanked the board for making it possible for the committee to meet.

12 Braille Formats Technical Committee.....Lynnette Taylor

12.1 Report and Board Charges
The report was read by FM D'Andrea and is on file.

MSC Betsy Burnham moved that Mary Czepyha be appointed to complete the one-year term previously held by Jean Simpson as a consultant to the BANA Formats Committee. E-mail vote to end Friday, February 10 at 3:00 PM EST. Passed unanimously.

Rule 1 section 13E was reviewed. The committee added a new section about word/number page numbers.

The word double-dash should be replaced with "dash" (In the rationale).

Feedback: It should be stated in the rule that uppercase on the letter in the reference page numbers is always present to avoid confusion.

MSC Mary Archer moved that rule 1 section 13E be prepared for distribution to the technical committees, with language clarifying that a letter standing for a word always should be capitalized. Passed unanimously.

Rule 2 section 2c5c was reviewed.

MSC Darleen Bogart moved that the formats committee refer and prepare rule 2 section 2c5c regarding ISBN's for the technical committee review process. It is suggested that the word "number" be removed in any instance where it follows "ISBN." Passed unanimously.

Rule 2 section 7C7 was reviewed.

It is suggested that the committee review sections A and B with respect to the word "must", and that it be changed to "should" as discussed in the charge.
In the first sentence of section D, remove the words "more than" so that it says "four or more" numbers.

MSC Diane Wormsley moved that the rule changes be prepared for technical committee review, reviewing charge 5 and clarifying language. Passed unanimously.

Rule 8, section (number to be assigned) was reviewed.

In the introductory paragraph, it was suggested that an explanation be provided as to why it is not practical to do multiple columns or repetitive entries. Clarify the second sentence; it should say something like "avoid the use of this format for multiple columns of numbers or repetitive entries."

It was suggested that the introductory paragraph of this section may either need to be expanded or left out.

In Rule 8, the section on "listed tables" was referred back to the committee for more work clarifying language. The format itself is very readable and ingenious.
Clarify and simplify the instructions for the listed table.
There was some discussion on the key, as to whether or not to spell out the column headings each time - no consensus was reached.

GC We send the rule changes back to the committee for further work and clarifying language.

12 Formats Committee (Continued)

Next we read rule 13 section 8G:

There was much discussion about whether pictures should be described. We recommend that the committee expand the qualifications of when to use the word "Ask. The concept has merit; elaborate more strongly on the non-use of picture descriptions in testing settings or for kindergarten through third grade. Expand on what “when appropriate” means.

Rule 11 Section 1C was reviewed.

We recommend that the committee be more specific that the line numbers start on the left margin (as opposed to right-justified to keep the same number of spaces between the last digit and the first character of poetry). Also specify that there be at least two spaces between the last digit of the number and the first of the poem. Also clarify that this is done regardless of the placement of the print poetry line numbers. Clarify what is a "short line".
We suggest more consideration of the phrase “if there are no run-overs" and what that means if it is not known what line length is to be used (e.g., the transcription may be prepared for narrow paper).

The Formats Committee is planning to meet in Boston in late July/August 2006.

13 Computer Technical Committee ..... Betty Teachman

13.1 Report and Board Charges

Sue Reilly read the report and it is on file.

There was some confusion about next steps with respect to the approved CBC changes. In fall of 2005 BANA moved that the ruling on computer symbols be circulated for technical committee review. It did not go out to the technical committees for the review process. Apparently, this was due to uncertainty regarding who is to prepare and distribute language – the CBC or the literary committee. Kim will sort out the issue and get language out for review.

Kim indicated that the fall 2005 report of the CBC needs to be sent to the literary committee.

Sue read the report of the CBC from the last meeting.

Kim will follow through with the fall 2005 motion on spreadsheets, working with the CBC committee.

MSC Mary Archer moved that a description of what screen shots are and how they are to be handled be prepared by the CBC Committee for review by technical committees, including language to be placed in the CBC referring readers to Braille Formats. Passed unanimously.

14 Ad Hoc Committee on Early Literacy Materials Production.....Betsy Burnham

14.1 Report and Board Charges

Betsy Burnham read the report and it is on file.

In the Promising Practices document, it should be clearly stated that the Promising Practices should be the guide except in cases where a given topic is already covered in the Nemeth Code.

Discussion occurred about whether interpoint or single-sided is preferred in early literary braille.

GC We recommend stating the options regarding single-sided or interpoint braille in early literary materials but not expressing a preference.

A question arose as to whether the Nemeth italic, bold, and transcriber's note should appear on a special symbols page. No recommendation for doing this was made.

A note was recommended to be placed in the document stating that the decision about when and when not to use emphasis is still under review.

BANA would like to have the Promising Practices document on our web site – having it posted in one place is best.

MSC Diane Wormsley moved that the ELMP committee prepare the Promising Practices document for circulation and review by the technical committees and the board. Passed unanimously.

It was recommended that BANA send a letter of thanks to APH for a successful joint project once Promising Practices is approved.

MSC Mary Archer moved that Warren Figueiredo be added to the Early Literacy Materials Production Committee. Passed unanimously.

15 Mathematics Technical Committee ..... Betsy McBride

15.1 Report and Board Charges

Mary Archer read the report, which is on file.

Betsy McBride expressed thanks to Helen McMillan for the information provided from Canada on the errata.

On page b on section 119C, add the words page 122 to where it says Example 7, for clarification purposes, since the example is on the opposite page of the rule. .

This work codifies many things that have become practice over time.

MSC Mary Archer moved that the errata/changes to the Nemeth Code be approved by the board. Passed unanimously.

The publications committee will prepare the document for posting onto the web site.

GC We ask the Math committee to cross-check the errata document against the Braille version of the Nemeth Code. Allison O'Day can do this as she has a copy of the Braille version.

We will not use the word “errata” on the document because this document includes changes to the Nemeth code.

This document will be distributed by NLS when they send out Nemeth code books. APH does not include the errata and code changes; APH agreed to mention somehow that errata and changes could be found on the BANA website. It may be distributed in the form of a shrink-wrap item.

It was noted that we as a board need to be prepared to send out copies on request to those who do not have internet access. We should also consider having it available at places where we exhibit so that people could pick it up.

16 Music Technical Committee ..... Lawrence Smith

16.1 Report and Board Charges

Jennifer Dunnam read the report, which is on file.

Since the committee reappointments are done in the fall, the request for reappointment from this report should be included again in the fall report so that it can be acted upon at that time.

Kim provided us updates on the status of the Zurich meeting report. Through the World Braille Council, she enquired about the status of this international work. Larry will look up the files and find out the contact information for the chair of the meeting in Zurich.

PDF and RTF versions of the errata to the music code are on the BANA web site. Kim will find a BRF file for posting.

17 Refreshable Braille Technical Committee..... Caryn Navy

17.1 Report and Board Charges

The report was read by Judy Dixon and is on file.

Discussion occurred on how to handle electronic Braille books with tactile graphics – recommendation: include a hardcopy Braille volume containing the graphics.

Judy Dixon attended a conference in Germany several years ago, where a study was presented showing that children given Braille displays before fourth grade had significantly slower reading speeds.

It was suggested that BANA develop a position statement on not recommending the use of BRF files for younger children, and supporting the use of hard copy braille for younger readers. A position statement will be spearheaded by the Outreach and Education Committee.

Discussion then turned to a brainstorm of other ideas for BANA position statements:

- Slate and stylus
- Refreshable braille/technology, appropriate use of, what age, use of textbooks on note-takers
- How to interpret braille reading statistics.
- Braille is not a language

Discussion then returned to the linear braille code. Refreshable braille devices currently display the markup automatically. Do we need the linear guidelines?

Judy Dixon will have a conversation with the committee chair, after which the next steps for this committee will be determined.

18 Ad Hoc Committee on Uncontracted Braille Transcription Guidelines:..... Kim Charlson

Kim indicated that the committee will be appointed soon.

19 Bylaws Committee.....Judy Dixon

During the interim since the last meeting, the board voted on the changes recommended by the bylaws committee. This report is on file.

MSC Judy Dixon moved that the report of the Bylaws Committee making several changes to the BANA bylaws in the area of committees be accepted and that the bylaws be changed accordingly. This report is attached for reference. E-mail vote to end on December 30th at 5:00 PM EST. Deadline extended to January 4, 2006 at 5:00 PM. Passed unanimously.

The committee met March 12 and came up with some items to be looked at over the next six months. Items include: the addition of a category of committees called standing committees, into which publications could be moved; making Foreign Language into a technical committee; new policies for the publications committee including accessibility; and a policy on the review for code changes leading up to the annual code release for the web site. It was suggested that the committee look at the timeline for code change approval, with an eye toward the fact that the current timeline does not take into account e-mail communication.

20 Outreach & Education Committee..... Eileen Curran

The Outreach and Education Committee held an open forum on March 11. It was successful but very rushed. The production of Braille and print handouts needs to be more coordinated to avoid confusion. The committee met and discussed open forums; we still have not resolved what we want to get out of them and how we use the information. We discussed the question of how much input our organizations and constituents want to have, considering the balance between the work of their representatives and the opportunity for direct input by consumers. The committee is still discussing whether more open forums should be held at ACB and NFB conventions, but BANA will be giving reports at the conventions regardless.

Menus and knitting books were discussed; NLS has difficulty producing knitting books because, although there are conventions, there is no BANA code for rendering knitting symbols.

MSC Pam Boss moved to create a committee on Craft and Hobby Transcription Guidelines. Passed unanimously.

Kim requested suggestions for appropriate potential interested members.

MSC Mary Archer moved to charge the committee on Craft and Hobby Transcription Guidelines as follows: To research and compile existing symbols and/or formats for knitting, crocheting, latch hooking, etc. and to make recommendations to the board toward the creation of guidelines for BANA approval. Passed unanimously.

The board encouraged this committee to look toward best practices in other countries as well. Eileen Curran was appointed as the liaison to the committee.

Jennifer Dunnam will research existing guidelines for producing menus in braille.

The meeting Adjourned at 5:00 P.M.

Tuesday, March 13, 2006

The meeting was called to order at 9:00 AM.

Observers: Carol Morrison, Joanna Venneri, and Jill Cooter

21 Research Committee ..... Diane Wormsley & Frances Mary D'Andrea, Co-Chairs

Diane Wormsley gave the research report, starting with a discussion of potential members to be added to the committee, during which several suggestions were made.

There is the potential for a research study on ELMP, and it will be designed so that the costs are kept minimal. It is hoped that by the end of fall semester a study will be designed. Kim is checking on Matilda Ziegler's funding cycles and guidelines and will share that information with the committee.

The BANA research questions will be put on the NCLVI web page

This committee will become a standing committee with the bylaws change.

MSC Diane Wormsley moved that Rob Wall, Cay Holbrook, and Robin Wetzel be added to the research committee. Motion passed.

Given the financial constraints, the board agreed that this direction is a good one for the committee to go, setting realistic expectations.

Research that has been done under the auspices of BANA will be placed on the BANA web site.

FM pointed out that the committee has tried working with various entities to provide BANA sponsorship of research, but the similar financial constraints of these entities has resulted in the work going in fits and starts.

Kim mentioned that participants in the open forum indicated strongly that they would like questions posed to them from BANA so that they could respond; we discussed a mechanism for doing so. The consensus is that we would like to provide a way for people to offer feedback to us without necessarily interacting with each other. This could be accomplished via a "survey-monkey" or e-forms. There are concerns about accessibility of the survey –an online survey needs to be able to respond to standard keyboard commands and not require excessive use of the mouse cursor, etc. There should also be a phone number to reach a person who can put the information into the survey for potential respondents who are unable to access it themselves.

22 Strategic Planning Committee ..... Kim Charlson

No report at this time.

23 Secretary's Report

23.1 Minutes – Fall 2005 ..... Jennifer Dunnam

MSC Jennifer Dunnam moved that the minutes from the Fall 2005 BANA meeting be approved with corrections. E-mail vote to end January 18, 2006 at 5:00 PM EST. Passed unanimously.

23.2 Certificates of Appreciation ..... Kim Charlson

Certificates of appreciation were sent to Norma Schecter, Warren Figueiredo and Jean Simpson.

A certificate will be sent to Carol Morrison. Theresa McCabe and Olivia Chavez will also receive certificates of appreciation for their participation on the Foreign language committee.

23.3 Directory Update ..... Kim Charlson

The Publications committee should be removed from the board committee list, to eliminate the duplicate entry.

Officer terms will be added to the directory.

The individual changes noted will be e-mailed to Warren. Listserv changes should be sent to Kim.

23.4 BANA Exhibit ..... Jennifer Dunnam

The trunk arrived for CTEVH and is on its way back to Warren. Not much of the literature was taken from the table, likely because it was in the back of the room. The publications list was a popular item. New copies of the BANA books were used, so the exhibit looked better. The foam in the trunk is disintegrating rotting; we may need to get a new one.

23.5 Stationery ..... Jennifer Dunnam

No changes to report. We should make sure that we have enough envelopes.

23.6 BANA's Listservs ..... Kim Charlson

Listserv changes should be e-mailed to Kim Charlson.

24 Treasurer's Report ..... Sue Reilly

24.1 2005 year-end financial Statement

Sue Reilly presented the financial statement. Changes are attached to these minutes and e-mailed to the board following the meeting.

24.2 Financial statements for 2006 year-to-date

The report was presented and is on file.

The board agreed that the board packet should be removed from the budget categories as it is being sent electronically now.

Dues were received from all BANA members.

The ICEB meeting expenses were also reflected in the report.

A $75 expense from the ACB for corporate fees is pending shortly. There is also a $24.04 bank expense. We exceeded the limit on the number of transactions permissible on this bank account. If we exceed the transactions again, the bank will "work with us". We are hoping to get out of this account, which is not a simple matter. One option would be to open another account, keeping the majority of our money in the first account so as to continue collecting interest, and using the new account for writing checks. Sue will explore creating a new account.

Mary suggested listing in-kind donations on the budget. Discussion ensued, and the previously made decision not to list them was re-confirmed.

25 BANA Historian ..... Eileen Curran

There is a need to get the BANA archives to a location where they are more accessible. Discussion of options is ongoing.

26 UEB Update ..... Darleen Bogart

Darleen provided a verbal report.
The International Phonetics Alphabet document has been approved by the Linguistics committee and is being sent to the UEB committee. It is receiving very good comments. Once approved by ICEB, it will come back to BANA for possible approval.

The UEB contractions committee resolutions will be voted on by March 16.

The UEB format committee was to have a document dealing with “best practices”. What has been presented is a position statement, which would recognize the format documents of BANA, BAUK, the draft format UEB document, and any other format documents from other countries – the choice is up to the preparer of the files.

UEB Rules committee: Phyllis Langdon accepted the chair of that committee a month ago. They have revised the capitalization rule; made some other changes, and will write the contraction rules once decisions have been made.

To this point, South Africa, Australia, New Zealand, and Nigeria have adopted UEB. Canada has not adopted UEB but is looking at an implementation plan. The United States is observing. Britain will not decide until a decision has been reached regarding the use of contractions.

Eileen read the report of the UEB contractions committee, which is on file.
The recommendations are to be voted on by the member countries by March 16. The board provided feedback to Eileen, as she will be voting on behalf of the US.

GC Vote "yes" on Recommendation 3.
GC Vote "yes" on recommendation 2.

Much discussion occurred regarding recommendation 1 and syllable bridging. The two consumer organizations expressed great concern at the dramatic differences from literary braille as currently produced in the U.S. which would result from the adoption of such a recommendation. Darlene read a letter from Joe Sullivan indicating that the effect would be relatively minimal and delineating some of the words that would be affected.

Mary Archer moved that we abstain on all three recommendations. The motion failed for lack of a second.

Mary Archer moved that we recommend a "No" vote on recommendation 1. After discussion, the motion was withdrawn.

A concern was expressed that many hundreds of words would be affected. There was difference of opinion as to whether the British or the American rules on syllable bridging represented more consistency.

MSC Mary Archer moved to abstain on recommendation 1. Passed 8 to two.

Rationale to be conveyed with vote: The lack of research on syllable bridging was a major concern to BANA.

27 International Braille Organizations

27.1 World Braille Council.....Darleen Bogart

Darleen Bogart read the report, which is on file.
Darleen represents the north American Caribbean region on the World Braille Council.
Then, Darleen read a report on the WBU Caribbean region, not included in the board packet but on file.

27.2 WBU North America/Caribbean Region.....Kim Charlson

No report.

27.3 French Braille unification update.....Darleen Bogart

Darleen Bogart read the report, which is on file.

28 Press Release.....Mary Archer

Items to be included in the press release on this meeting: Appointment of Betsy and Bonnie to the board; braille with a small B; Open forum as part of CTEVH.

29 Unfinished Business

29.1 AFB Solutions Forum…….....Frances Mary D'Andrea

No report. OSERS puts out fact sheets on IDEA-related matters, and one of them is on NIMAS. FM will provide it to the board.

ACB Resolution: The resolution was read and it was on file.

Kim explained that at the spring 2003 BANA meeting, there was a presentation from Abe Nemeth and Chris Gray on the four completed chapters of the Nemeth Uniform Braille System (NUBS). More work has been done since then on completing the code. After the 2003 presentation, BANA indicated that because the code was not complete we did not know enough about it to take a position.

NBA is working with Dr. Nemeth to complete the code but does not necessarily endorse its passage. It is closer to being finished than it was three years ago.
There is a link on the NBA web site to what is available of NUBS. Joyce Hull is the chair of the ad hoc NBA committee charged with assisting Dr. Nemeth in completing the code. Dr. Nemeth has indicated that he is done with his part of the process, and Joyce Hull has been translating it back from Braille to print. Bob Stepp is providing the braille translation program/assistance.

There is not a finished document to review, therefore. Mary will send the link on the NBA site to all on the BANA board. Kim will circulate the tutorial document created by Winifred Downing.

30 New Business.....Kim Charlson

30.1 Braille or braille: a position statement.....Kim Charlson

The suggested position statement was read by Judy Dixon and is on file.

Last paragraph: change to “prefers “Braille” to be the representation to the code created ….

Change: Makers of the Microsoft Office Suite dictionary.

Add (BANA) to describe acronym in first paragraph.

Italicize *Braille Formats, Principles of Print to Braille Transcription*.
Other words are capitalized such as Roman numerals, Arabic numerals. However, these are not eponyms.

MSC FM D'Andrea moved that we accept, as corrected, the policy statement on the capitalization of Braille. Passed unanimously.

Position paper to be posted on our web site as soon as possible.

Suggestion repeated that we number and collect these kinds of position statements, such as this one and the uncontracted Braille one.

Fundraising proposal: Robinson and Mates, a public relations ad agency firm in Chicago, came to us because one of their ad executives had an idea for using braille as a way to get corporate attention for a different perspective on marketing. They wanted to tie their use of braille to some nonprofit organization having to do with braille. They would like to use braille in their initial mailing, and they would provide 50% of any ad fees collected to the Braille Authority of North America.

At very least, this could be helpful for public education about BANA and open doors for asking for additional contributions from the corporations.

MSC Mary Archer moved that we accept the offer from Robinson and Maites, in their fundraising letter and that we create a memo of understanding between BANA and Robinson and Maites. indicating that we would withdraw from the agreement at any time we choose. Passed unanimously.

Our logo is copyrighted - indicate that in the memo.

Miscellaneous: Discussion about whether contents pages should always be put just after the title page for Braille readers to be able to find them more easily. The rationale for retaining the order is because we want the special symbols etc. to be found as well.

32 Future BANA meetings .....Kim Charlson

Fall 2006 – NLS, October 19-22 (Thursday-Sunday). Committee meetings Thursday Afternoon. Open forum Thursday evening, 6-8 PM. NLS tour Friday. Board meetings Friday and Saturday 9-5 and Sunday 9-1. We will be meeting at NLS only on Friday, and at the hotel on Saturday and Sunday. Kim will talk to the DC Library to check the possibility of having the open forum in the library in the evening. The "Slate collection event" at Judy Dixon's house will be on Friday night.

Spring 2007 - APH, April 12-15
Fall 2007 - ASB

Spring 2008 - AER
Fall 2008 - NBP

Spring 2009 - CTEVH
Fall 2009 - AFB

Spring 2010 - ACB
Fall 2010 - CNIB

Spring 2011 - CCBVI
Fall 2011 - NBA

Spring 2012-NFB
Fall 2012--BIA

33 Around the Table ..... All BANA representatives

The representatives reported on the news from their respective organizations.

34 Adjournment ..... Kim Charlson

The meeting adjourned at 4:30 PM.

Submitted by

Jennifer Dunnam, Secretary